

Public Safety Branch  
Police Group  
Police Administration Series

**POLICE SERGEANT**

06/04 (JAS)

**General Purpose:**

Under general supervision, perform first level supervisory commissioned law enforcement functions including those of an operational or administrative nature as required.

**Typical Duties**

Plan, organize, direct and control day-to-day field or station activities of an assigned uniformed officer, detective or police support unit on a designated shift. Involves: Oversee, personally perform or assist with security patrol, traffic safety, emergency response, crime investigation, subject identification, academy training or other customary law enforcement work in response to calls or as otherwise assigned. Initiate appropriate police action to deal with complaints. Develop, arrange for and inform supervisors of individual tactical matters such as equipment to be used for particular operations, deployment of personnel in response to incidents, or details of standard and new approaches to investigation problems. Review case files and police reports of subordinate officers to ensure actions conform to Federal, State, County, and City laws and ordinances. Oversee or conduct interviews of victims, witnesses and suspects, collection of clues, leads and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court. Give testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public. Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.

Perform, as qualified, technically difficult or uncommon uniformed Police Officer or Police Detective functions necessitating adroit application of established procedures and approved techniques to solve intricate tactical problems and criminal cases, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Assist with administration by gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting unit for which accountable, as requested. Prepare and submit daily unit activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

**Knowledge, Abilities and Skills:**

- Considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Considerable knowledge of pertinent federal, state and local laws, city ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.

- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Good knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Good knowledge of City geography and locations of important buildings.
- Some knowledge of supervisory techniques, office management practices, and governmental budgeting, fiscal and personnel administration procedures.
- Ability to establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively, orally and in writing, in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, objective and professional court testimony, in following and giving instructions, and in conducting training.
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Ability to plan, assign, direct and inspect work of subordinates firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

**Minimum Qualifications:**

Education and Experience: Equivalent to a combination of an accredited Associate's degree or sixty (60) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, or a Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Intermediate Certificate, plus four (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant.

Licenses and Certificates:

- Basic Peace Officer license issued by TCLEOSE in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

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Human Resources Director

Police Chief